



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy

POSTING #: 21-00266

TITLE: Technician, Management Information Systems

ISSUE DATE: 10/29/2021

TITLE CODE: 53099

CLOSING DATE: 11/19/2021

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT SCOPE: T505

UNIT: Capital Program Support; Program Management Office

RANGE: A17

SALARY: \$46,646.55-\$65,731.50

POSITION: One (1)

WORK WEEK: 40 Hours

Definition

Under supervision assigned to a program or operational unit having responsibility for a specific, existing information processing system operation, implements and monitors management information systems used to compile, store, retrieve, and process varied types of financial, program, or other information unique to the unit; operates computers and related equipment controls; analyzes and troubleshoots information processing program or system error conditions; updates and analyzes application software problems; performs system maintenance; or in a client/server environment, updates hardware/software support to end users; installs hardware and software on servers or workstations; does other related work.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed. Positions in this class are responsible for the system that processes program/operational data and information involving analysis and interpretation of the information system. This title is not intended to classify positions solely responsible for entry and retrieval of data.

Preferred Experience

Experience in customer service in the help desk support role.

Education

Completion of sixty (60) semester hour credits from an accredited college or university.

Experience

One (1) year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated on a year - for - year basis with thirty (30) semester hour credit being equal to one (1) year of experience.

Twenty - four (24) semester hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the education.

Open to the Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Technician, Management Information Systems preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.**Please Submit the following documents (indicating the Posting number):**

Resume, Letter of Interest

Forward Responses To:
CPM, Personnel Coordinator
Department of Transportation
1035 Parkway Ave. E&O Bldg 2nd Floor
Trenton, NJ 08625
DOT-CPM.Personnell@dot.nj.gov

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